



CITY OF GRAPEVINE
HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS APPLICATION

**SUMMARY OF HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS REQUIREMENTS**

APPLICATION REVIEW REQUIREMENTS

- A. MEET WITH THE HISTORIC PRESERVATION STAFF TO REVIEW APPLICATION REQUIREMENTS FOR YOUR SPECIFIC REQUEST
- B. COMPLETE THE APPLICATION - INCLUDE SIGNATURES OF PROPERTY OWNER OR APPLICANT
- C. LIST THE ADDRESS, THE LOT, BLOCK AND SUBDIVISION OF THE SUBJECT PROPERTY
- D. PROVIDE PLANS OR DRAWINGS ON 8 ½ X 11 OR 11 X 17 PAPER DRAWN TO SCALE AND DIMENSIONED (WHERE REQUIRED) WITH OTHER DRAWINGS AS DESIRED OR AS REQUESTED BY STAFF. THE SCALE SHOULD BE LARGE ENOUGH TO BE CLEARLY LEGIBLE
- E. PROVIDE MATERIAL AND COLOR SAMPLES OF PROPOSED WORK

**THE APPLICATION MUST BE COMPLETED AND MEET ALL CITY OF GRAPEVINE
ORDINANCE REQUIREMENTS BEFORE A REQUEST FOR A CERTIFICATE OF
APPROPRIATENESS CAN BE SCHEDULED FOR A PUBLIC HEARING**

**SUBMISSION/APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT
CONSTITUTE APPROVAL OF A BUILDING PERMIT.
BUILDING PERMITS SHALL BE SUBMITTED SEPARATELY.**

DELIVER TO:

HISTORIC PRESERVATION DEPARTMENT
636 SOUTH MAIN STREET
GRAPEVINE, TX 76051

OFFICE 817-410-3556

CERTIFICATE OF APPROPRIATENESS APPLICATION

Date _____	Number _____
Property Owner Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Property Address <i>(include any suite number)</i> _____ _____	Applicant Name, Address & Phone Number _____ _____ _____ Phone: _____ Mobile: _____ Email: _____ Legal Description Block _____ Lot _____ Subdivision _____

Tenant Name/Occupancy/Use _____ _____ _____
Request/Description of Work to Be Done _____ _____ _____ _____

Drawings/Sketches Attached <input type="radio"/> Yes <input type="radio"/> No	Photographs Attached <input type="radio"/> Current <input type="radio"/> Historic
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Material Sample(s) Attached <i>(please list)</i> _____ _____ _____
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*I hereby certify that this information is correct to the best of my knowledge and that the said work will be done in conformance with all submissions herein set forth, and in compliance with the City of Grapevine's Historic Overlay District Ordinances and Building Codes. **APPROVAL OF A CERTIFICATE OF APPROPRIATENESS DOES NOT CONSTITUTE APPROVAL OF OTHER REQUIRED BUILDING PERMITS.***

Signed x _____ <div style="text-align: center;"><i>Owner or Contractor</i></div>	Print Name _____
<i>Office Use</i>	
<input type="radio"/> Approved	<input type="radio"/> Approved with Conditions: _____
<input type="radio"/> Denied	_____
x _____ <div style="text-align: center;"><i>Chair – Historic Preservation Commission</i></div>	x _____ <div style="text-align: center;"><i>Historic Preservation Officer</i></div>
x _____ <div style="text-align: center;"><i>Building Official</i></div>	Date _____

**THIS IS NOT A BUILDING PERMIT.
A SEPARATE BUILDING PERMIT MUST BE FILED AND APPROVED BY
THE BUILDING DEPARTMENT BEFORE STARTING WORK.**

<u>DELIVER TO:</u>	HISTORIC PRESERVATION DEPARTMENT 636 SOUTH MAIN STREET, GRAPEVINE, TEXAS	OFFICE 817-410-3556
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2017

CITY OF GRAPEVINE

HISTORIC PRESERVATION COMMISSION

MEETING AGENDA SCHEDULE

MEETING DATES

DEADLINE

January 25, 2017	December 21, 2016
February 22, 2017	January 25, 2017
March 22, 2017	February 22, 2017
April 26, 2017	March 22, 2017
May 24, 2017	April 26, 2017
June 28, 2017	May 24, 2017
July 26, 2017	June 28, 2017
August 23, 2017	July 26, 2017
September 27, 2017	August 23, 2017
October 25, 2017	September 27, 2017
November 8, 2017	October 18, 2017
December 20, 2017	November 15, 2017

***PLEASE NOTE: COMPLETED APPLICATIONS WITH ALL REQUIRED ATTACHMENTS ARE DUE 4 WEEKS IN ADVANCE OF THE MEETING.**